

**State of Tennessee  
Bureau of TennCare  
Long Term Services and Supports**

**Job Title: Compliance Reporting Specialist**

**Summary:** The Compliance Reporting Specialist is accountable to support data analysis and reporting functions that evaluate the performance of Long Term Services and Supports (LTSS) contractors. This position is stationed in Nashville, Tennessee and reports to the LTSS Assistant Compliance Director.

**Distinguishing Features:** The Compliance Reporting Specialist is a part of the LTSS Audit and Compliance unit that collects data and provides usable information for the management of both the CHOICES and Employment Community First (ECF) CHOICES programs. This position is responsible for data design, collection, verification, testing, analysis and storage. Also, the Compliance Reporting Specialist is responsible for building professional relationships with both internal and external stakeholders to ensure that data is meaningful, accurate, timely and complete. **(Note:** The State Classification for this position is Managed Care Specialist 3, Executive Service with a Salary Grade of 029 with an expected starting monthly salary between \$3,053 and \$3,358 dependent on qualifications.)

**Primary Roles and Responsibilities:**

- Retrieve/receive data from multiple sources, including database and web-based portal
- Examine data to ensure it completeness, accuracy and relevance
- Convert data into a usable format to satisfy reporting requirements and data requests
- Calculate, aggregate and summarize data to identify trends/patterns of contractor performance
- Translate complex data into meaningful information for program value
- Store information and data to designated locations
- Design, automate and build reporting templates to capture contract-based requirements
- Develop tools and implement processes to secure data integrity
- Assist the supervisor with special projects

**Minimum Qualifications:**

Education and Experience:

- Bachelor's degree with course work in social services, healthcare, statistics or business
- One year of experience in healthcare or human service related field
- One year of experience in data analysis, reporting and/or compliance, preferably related to healthcare

Special Requirements:

- Ability to interact with data management software, including Access
- Ability to insert pivot tables and/or write macros
- Ability to verify, analyze and synthesize complex data sets
- Ability to research and translate contractual requirements
- Ability to solve problems and work autonomously

Qualified candidates should send their cover letter and resume to [marcus.tubbs@tn.gov](mailto:marcus.tubbs@tn.gov)